

CITY OF HELENA



Position Title: Maintenance Technician I

Department: Parking Commission

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to perform a variety of skilled and semi-skilled duties involved in the cleaning and maintenance of parking facilities and equipment in order to assist in meeting the needs of parking customers, merchants, employees, resident and visitors.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position is responsible for maintaining key inventory of department property and equipment; dismantling defective mechanical meters and equipment and installing or repairing parts; checking meters and permit ticket machines daily to ensure they are in working order and records next effective ticket number for monitoring purposes; informing Parking Control Officers of defective meters/ticket machines to avoid inappropriate issuance of fines; and collects money from meters and lot boxes on a scheduled basis and delivers for counting/recording.

The incumbent is also responsible for performing a variety of duties for the parking areas to control snow and problems associated with winter weather; cleaning snow and debris from sidewalks and stairs; spreading sand or melting salts/chemicals on parking ramps, sidewalks, stairs and parking lot; strategically placing sand barrels in parking lots; and blows out water pipes to winterize sprinkler systems. The position also performs a variety of maintenance and landscaping duties including cleaning parking lots, ramps, elevators and stairs; dumping garbage cans as needed; completing painting, repairing plumbing in ramp bathrooms; changing light bulbs in parking ramps; planning shrubs, trees and other plants; replacing bark; and installing and/or repairing fencing.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Maintenance methods, practices and principles in the areas of light carpentry, plumbing, painting and janitorial
- Principles and procedures of record keeping and reporting.
- Basic mathematical principles.
- Occupational hazards and standard safety practices necessary in the area of vehicle, equipment and facility maintenance.
- Safe driving principles and practices.

Skill or ability to:

- Operate modern office equipment including computer equipment.
- Operate a variety of tools and equipment used in the maintenance of parking lots, facilities and machinery including mechanical equipment and industrial items.
- Operate a motor vehicle safely.
- Learn the local geography and locations within the City of Helena including streets, building addresses and park locations.
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Identify needed repairs and create a work plan to complete the repairs in a timely manner.

- Perform parking enforcement duties involving the use independent judgment and personal initiative with firmness and tact.
- Prepare and maintain accurate and complete records.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with these contacted in the course of work.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a high school diploma or equivalent and at least one year of responsible work experience involving light building maintenance and janitorial. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General supervision from the Field Coordinator

Supervision Exercised:

None

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
